



CHILD DEVELOPMENT CENTER LICENSING REQUIREMENTS CHECKLIST

1. **Attend the child development center licensing orientation.** Attending an orientation program is required in order to apply for a child care license (see 29 DCMR 306.1). A copy of your certificate must be submitted with your application. Certificates will only be given to those individuals who complete the session.

2. **Select a location and obtain a Certificate of Occupancy** from the Department of Consumer and Regulatory Affairs (DCRA), Building and Land Regulation Administration, Zoning Division at 1100 4th Street, SW, 2nd Floor (see 29 DCMR 304.1). **Your Certificate of Occupancy should include the following information:** Use must indicate child care center, the maximum number of infants and children to be cared for, hours of operation and, number of staff
Note: If you apply for a 24-hour child development center license, you must inform the Zoning Division when you apply for the Certificate of Occupancy

3. **To Get Started Submit the following document to the Office of the State Superintendent of Education, Office of Early Childhood Education, Child Care Licensing Unit (CCLU):**
A: Submit a Child Development Center Application, application fee and all applicable forms (see 29 DCMR 306.2, 306.3 and 307.2), forms include; background check and clearance for applicant, Clean Hands Act Certification, qualifications of the Director (if hired by time of application), proof of liability insurance, and a pre-inspection fee of \$75.00 (made payable to DC Treasurer) to the CCLU. **Note:** If you plan to be incorporated, you must submit an original Certificate of Good Standing (valid for 30 days) from the DCRA, Corporation Division at 1100 4th Street, SW, 2nd Floor.
B: Submit a copy of the Certificate of Occupancy and Orientation Certificate
C: Develop and submit your program and policy statement to the CCLU for review and approval (see 29 DCMR, 306.3j, 324.9, 326, 329.1 and 330.1) Talk with your Licensing Specialist about the additional requirements if you plan to do evening, nighttime and/or 24-hour child care (see 29 DMCR 360).
The following items can be submitted with your application or during the initial inspection:
D: Develop an Emergency Contingency Plan in the event you need to evacuate the premises. The owner of your approved alternate location must sign the plan. Update Annually. (Official form is available)
E: Submit a sample 5-day menu following the USDA Child and Adult Care Food Program Meal Pattern to the CCLU for review and approval (see 29 DMCR 372 and DC Food Code Title 25) You must include additional meals and snacks for evening, nighttime, and/or a 24-hour child care.

4. The Licensing Specialist will call you within ten (10) business days of receiving the application from the Supervisor and schedule an appointment to conduct the first initial onsite inspection. At this time you will receive additional licensure requirements and a written report of deficiencies to be corrected.

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6. Your licensing specialist will make a referral for a Lead-Based Paint inspection after your first inspection if your facility does not require any structural improvements (you will be notified on your statement of deficiencies of these requirements). If improvements are required, a referral for Lead-Based paint inspection will be submitted after the improvements are complete. Lead-Based paint inspectors may require additional improvements beyond those required by your specialist. A Lead-Based paint certification is required for application and licensure approval



(see 29 DMCR 306.3k)

7. Recruit staff; submit to the CCLU complete health certificates, appointment forms, resumes, and credentials for review and approval. Official transcripts for director and teachers must have the college or university's seal. All credentials (including CDA certificates) must be verified. (see 29 DCMR 332, 334 and 336). You must submit a staffing pattern for evening, nighttime and/or 24-hour child care.
8. Obtain and submit First Aid and CPR Certification information to the CCLU. Staff certified in First Aid and CPR must be present with the children at all times. (See 29 DCMR 369.1 and 369.6) Purchase sufficient first aid supplies for the number of children to be served and for off-site trips (see 29 DCMR 369.2, 369.3 and, 369.5)
9. E: Obtain and submit a Certified Food Protection Manager Certificate picture identification card to prepare and serve foods (see 29 DCMR 372.2, 373, 374, and 375). Information is available from the Department of Health, Food Safety and Hygiene Inspection Services Division, 825 North Capitol St. NE, 8th Floor, 202-535-2180. A Certified Food Protection Manager must be present whenever meals and/or snacks are prepared and served.
10. Purchase developmentally-appropriate toys, manipulatives, equipment, cots/cribs (see 29 DCMR 362, 363, and 365). The Facility must have adequate supplies for the number of children enrolled
11. Identify individual storage space for children and set up program learning/activity areas for children (see 29 DCMR 344)
12. Obtain complete copies of applicable forms for children and maintain in individual files including but not limited to; Registration Record, Authorization for Emergency Medical Treatment, current immunizations and a Child Health Universal Certification (see 29 DCMR 324 and 325).
13. Obtain complete copies of applicable forms for staff and maintain in individual files including but not limited to the Health Record, Federal (using fingerprints) Criminal and Background History checks (if applicable), and credentials or transcripts, (see 29 DCMR 29, 327 and 328).
14. Correct all deficiencies that were given during inspections.
15. An appointment to conduct a follow-up inspection within 60 days will be set up to ensure that all requirements are met.

When all licensure requirements are met, a child development center license will be issued when you pay the licensure fee. The center licensure fee depends on the licensed capacity of the center. The hours of operation, ages and the number of infants and/or children you can care for will be included on the center license. Your child development center license must be renewed every year. You must have a child development center license before you can take care of children or you may be fined more than \$2000.00 for providing child care without a license.